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PUBLIC LIBRARY OF CINCINNATI,

1867.

RULES, BY-LAWS, AND OTHER ITEMS,

WITH

ANNUAL REPORTS.

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BOARD OF MANAGERS  
OF THE  
PUBLIC LIBRARY  
FOR THE SCHOOL YEAR 1867-'68.

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*Library Located on the S. W. Corner Sixth and Vine Streets.*

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OFFICERS.

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President.

J. M. WALDEN.

Corresponding Secretary.

ROBERT BROWN, Jr.

Secretary.

J. B. POWELL.

Treasurer.

M. D. HANOVER.

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MEMBERS.

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RUFUS KING.....	No. 95 East Third street.....	3 years.
M. D. HANOVER .....	Mt. Auburn.....	3 years.
H. M. STORRS.....	No. 471 West Seventh street.....	2 years.
J. B. POWELL.....	S. W. cor. Third and Sycamore....	2 years.
ROBERT BROWN, JR...	Ohio Avenue.....	1 year.
J. M. WALDEN.....	Methodist Book Concern.....	1 year.
S. S. FISHER.....	President School Board ( <i>ex-officio</i> ).	

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STANDING COMMITTEES  
OF THE  
BOARD OF MANAGERS  
FOR THE SCHOOL YEAR 1867-'68.

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Committee on Buildings.  
MESSRS. FISHER, POWELL, AND BROWN.

Committee on Finance.  
MESSRS. HANOVER AND KING.

Committee on Library.  
MESSRS. BROWN, KING, AND WALDEN.

Committee on Reading Room.  
MESSRS. STORRS AND HANOVER.

Committee on Public Meetings.  
MESSRS. POWELL AND FISHER.

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LIBRARIAN AND ASSISTANT LIBRARIANS.

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LEWIS FREEMAN, <i>Librarian</i> .....	\$1,600.....	28 Laurel street.
HARRIET E. GARRETSON, <i>First Ass't Librarian</i>	500.....	437 W. Ninth street.
NORMAN P. SWAIN, <i>Second Ass't Librarian</i> ...	400.....	303 George street.





# RULES OF THE SCHOOL BOARD

RELATING TO THE

## PUBLIC LIBRARY.\*

1867-'68.

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1. For the purpose of increasing and maintaining the Public Library, the School Board is authorized annually to levy a tax, not to exceed one-tenth (1-10) of one mill on the dollar valuation of the taxable property of the City of Cincinnati, to be estimated and reported to the Board by the Committee on Funds and Taxes, at the same time that they may report the estimate for school purposes; and such special tax shall be assessed and collected in the same manner as other school taxes.

2. The amount of said tax, when collected, shall be expended, under direction of the School Board, for the purchase of such books as are suitable for public school libraries, the bill for which, with attendant expenses, shall be certified to by the President and Clerk, and paid by the City Treasurer.

3. The School Board shall have power to make all needful rules and regulations for the management of the Library, and such Library shall be accessible to all residents of the City of Cincinnati, over sixteen years of age, subject to the rules and regulations adopted for its control and preservation; and persons not residents of Cincinnati may have access to the same by special action of the Board of Managers, and a compliance with the rules and regulations above referred to.

4. The Public Library shall be under the direction of a Board of Managers who shall be chosen as follows: The School Board shall, on its organization in July, 1867, elect by ballot two persons to serve for the term of three years; two persons to serve for the term of two years; two persons to serve for the term of one year; and annually thereafter, at the same time, two persons to serve for the term of three years. All vacancies in the positions above designated to be filled by ballot by said School Board; the persons so elected to

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\* These Rules of the School Board were adopted in the spring of 1867, to take effect from the commencement of the following school year—first of July, 1867. Such Rules are based upon certain statutes, enacted by the Legislature during the session of that year. Previous to the time mentioned, the Public Library had been under the management of a Standing Committee of the School Board, and the Report of such Committee will be found on page 12. Of course, the provision for such Standing Committee was abolished on the election of a Board of Managers. The "Public Library" was formerly known as the "Public and School Library;" and previous to that, as the "Ohio School Library."

serve during the unexpired term of their predecessors, and until their successors are elected. The President of the School Board shall also be a member of said Board of Managers, *ex-officio*, and the Board of Managers so constituted shall at all times be amenable to, and under the control of the School Board, both as to their authority and tenure of office, and shall serve without compensation.

5. On the Thursday succeeding the election, annually, the Board of Managers shall assemble, at the call of the Clerk of the School Board, and organize, by electing a Chairman, Treasurer and Secretary.

6. Such Board of Managers shall have the general control of such Library, subject to the will of the School Board, and it shall be their duty to enforce the rules and regulations adopted for the use, preservation, and management of the same, and they shall act with a view to the enlargement, utility, and permanence of such interest. They shall also cause such Library to be closed and carefully examined and counted during the month of June each year, and they shall report its condition to the School Board at its last meeting in June annually, which report may be submitted in printed form.

7. The Board of Managers shall also submit to the School Board, at the last regular meeting for the school year, the names of suitable persons to be elected as Librarian and Assistant Librarians for the ensuing year. The Librarian shall perform his duties under and by the direction of the Board of Managers, or as the School Board may direct. The Assistant Librarians shall be under the direction and control of the Librarian.

8. The School Board shall make an annual allowance of \$2,500 for the salaries of Librarian and Assistant Librarians, the same to be distributed by the Board of Managers at the commencement of the year, and paid in installments on the regular bill days of the School Board.

9. Such Board of Managers shall also keep an accurate account of all receipts and expenditures on account of the Library, and present an abstract of the same to the School Board, on a regular bill night, once a quarter.

10. All donations or other receipts for the benefit of the Library, shall be paid into the city treasury to be held as a special library fund, out of which all appropriations for the Library shall be paid; provided, that donations for special objects connected with the Library shall be subject to appropriation by the Board of Managers in accordance with the condition of the donation, without action by the School Board.

11. The School Board may appropriate from time to time a sum not to exceed, with the unexpended balance of the preceding appropriation, the sum of \$500, which the Board of Managers may expend without further action of the School Board.



# BY-LAWS OF BOARD OF MANAGERS

OF THE

## PUBLIC LIBRARY.

1867-'68.

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1. The regular meeting of the Board of Managers shall take place at the Library Rooms at 2 P. M. on the third Monday of every month. A majority of the members shall constitute a quorum.

2. The Chairman, or any two members, shall have power to call a meeting of the Board, and it shall be the duty of the Secretary to notify each member of all regular and called meetings.

3. The officers of the Board shall be a President, Secretary, Corresponding Secretary, and Treasurer. They shall be elected by ballot annually on the organization of the Board, and they shall perform the duties usually assumed by such officers, unless otherwise specially provided. It shall be the duty of the Treasurer, in person or by the Librarian, to preserve an accurate account of all receipts and expenditures, and shall present a monthly report of the same. He shall also keep an account of all appropriations by the School Board for the use of the Library.

4. At the first regular meeting of the Board, subsequent to its organization, the Chairman shall appoint the following Standing Committees, each of which shall consist of, at least, two members, to wit: A Committee on Building; a Committee on Finance; a Committee on Library; a Committee on Reading Room; a Committee on Public Meetings.

5. The Committee on Building shall provide the Library with suitable accommodations in a convenient and desirable locality, and they shall have supervision over such premises and take charge of all repairs, extensions, improvements, and the internal arrangement of the several apartments.

6. The Committee on Finance shall have charge of the general financial concerns of the Library, and they shall investigate all accounts and claims presented against the Library and approve the same before presentation to the School Board for payment, and shall see that all appropriations necessary to carry on the Library be asked of the School Board.

7. The Committee on Library shall have the management and control of the Library, under the direction of the Board of Managers, and they shall prepare and recommend all proper regulations for the good government and systematic

arrangement of the Library; shall prepare, or cause to be prepared, lists of books suitable for the Library, and also inspect such as may be recommended, and when the same shall be approved by the Board, superintend their purchase for the Library. The Committee shall present to the Board the names of suitable persons as Librarians; shall attend to the binding of books and periodicals, and shall make frequent examinations of the Library, reporting to the Board its condition and needs; and at each regular meeting shall designate one member of the Board of Managers whose duty it shall be to visit and inspect the Library frequently, during the ensuing month, and report to the Library Committee any matters requiring their immediate attention.

8. The Committee on Reading Room shall be charged with the supervision, arrangement, and condition of this department of the Library; shall order and keep on file for convenient use all newspapers, periodicals, and pamphlets desirable therein; and shall recommend to the Board the binding of as many of these as they may think recommendable.

9. The Committee on Public Meetings shall, as far as practicable, advance the interests of the Library and the cause of public education by securing each year a suitable course of lectures; shall arrange a programme for all public and anniversary meetings; shall provide accommodations for these purposes, and adopt such means to secure a literary culture in the community as they may deem fit and proper.

10. None of the foregoing Committees, except the Committee on Library, shall have power to enter into any contract, incur any expense, or bind the Board of Managers by any agreement, without the concurrence of such Board. All accounts contracted by Committees shall be filed with the Librarian, and no indebtedness shall accrue till such claims shall have been so filed.

11. It shall be the duty of the Secretary of the Board, after each meeting, to transmit to the respective Chairmen of the Committees from whom action is required, any resolution, instruction, or business which may be referred to the same.

12. Each of the above Committees shall report, by resolution, to the Board of Managers at regular meetings; and the resolution so proposed shall be copied by the Secretary in a volume under the name of the Committee so reporting, and indexed for convenient reference.

13. In order to take advantage of the sale of private libraries at auction, and to provide such works as it is believed are immediately demanded in the Library (application having previously been made for the same), the Committee on Library are empowered to purchase books, within a limit of \$100, between any two monthly meetings of the Board, presenting at each monthly meeting a report of such purchases.

14. All lists of books shall be presented by the Committee on Library to each member of the Board, who shall inspect the same within two days succeeding, during which time he may strike from the list any work considered by him objectionable; and such lists, after having been thus presented to all members of



the Board, shall be considered approved, excepting such works as may be marked and objected to; and a list of the books thus objected to shall be submitted to the next monthly meeting of the Board, for approval or rejection.

15. The following shall be the *Order of Business* pursued at the Regular Meetings of the Board, viz.: 1. Reading of the minutes of the previous meeting. 2. Unfinished business. 3. Reports of committees. 4. Miscellaneous business.

16. In the absence of any special rule, "Cushing's Manual" shall be considered authority on all questions of parliamentary law.





# REPORT OF THE LIBRARY COMMITTEE

OF THE

## PUBLIC LIBRARY\*

FOR THE

SCHOOL YEAR ENDING JUNE 30, 1867.

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*To the Trustees and Visitors of the Common Schools:*

GENTLEMEN:—Your Committee on the "PUBLIC LIBRARY" herewith respectfully present their Annual Report and the Annual Report of the Librarian.

The majority of your last Committee having been continued through the present year, there is a unity in the history of their transactions for the last two years. The plans devised and the movements inaugurated last year have been carried forward with little delay, and with such modifications only as were warranted by an increased knowledge of the wants of the Library. During these two years important changes and substantial improvements have been made, most of which are mentioned in the comprehensive Report of the Librarian.

Your Committee have frequently presented the claims of the Library to your Honorable Body. We have regarded it as an important educational agency for the public, an integral part of the school system of our city, the efficiency of which it is your aim to increase. This view has guided us in submitting recommendations to you, in requesting appropriations for the benefit of the Library, in expending the funds placed at our disposal, and in all works as a Committee. It is gratifying to record that all the plans for the increase and perpetuation of the Library, and for the promotion of its usefulness, matured and presented for your consideration, have uniformly received your approval and support.

The first measure adopted for the increase of the Library, that of appealing to the public for donations in its behalf, was prosecuted chiefly by the Librarian, until about \$5,000 were subscribed. The responses to the appeal were generous; yet, to make the Library depend upon donations seemed to render its future uncertain, and, at the same time, to lay a burden upon a small number of our citizens, and those the most liberal. It was deemed right and equitable to have a free Library for the people increased and perpetuated by a public tax. A measure to secure this was adopted, and presented by you to

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\* See note on page 7.

the General Assembly of the State, resulting in legislation that creates a fund ample to furnish our city, in time, with one of the most complete collection of books in the land.

The usefulness of the Library has been promoted by the repairs and improvements made in the Library Rooms, by provisions adopted for its more careful and systematic administration, and by the increase of its intrinsic value. All the appointments of the Library should be neat, cheerful and attractive; and where repairs or improvements have been necessary, they have been made to add, as far as practicable, to the appearance of the rooms.

The introduction of permanent records, the revision and promulgation of the rules and regulations, the preparation of an Accession Catalogue, and the proper classification of the books, will promote good order and insure thorough system. The re-binding of books, the character of which justified the expenditure, and the purchase of books, selected with care from among both foreign and American publications, have added materially to the intrinsic value of the Library.

More than one-third of the fund received by donation, the whole of which was designed by the donors for the purchase of books, has been expended. It seems desirable to make this fund last until the public fund is available, adding new books from time to time, rather than to place the whole number it would procure in the Library at once. By this method greater care can be taken in the selections, and the means be at hand for obtaining valuable new works with which the press of our day is teeming. Among the purchases made are a number of books designed as the foundation of a "Youth's Collection," into which there may be gathered works especially interesting to the younger readers, such as are not usually found in the libraries of Sunday Schools. Too much pains can not be taken to interest the youth of our city in the Library, and thereby to encourage among them a taste for reading.

Your Committee believe that there should be a collection of the best publications of Germany, for the benefit of those familiar with the German language. There is a class of our people to whom such a department would be of special interest, who are not now attracted to the Library. Besides extending its benefits to this class, and thereby increasing its influence for good, there would be given to the youth studying German in our schools access to many of the best productions of the German press, which are not re-published in the English language. Steps have been taken to secure information in regard to the purchase of this class of books.

There are nearly thirteen thousand volumes in the Public and School Library proper. The residue of the donation fund will purchase more than one thousand volumes. Henceforth there will come to you from the Library tax a fund, by which several thousand volumes may be added annually. Such large and constant additions will not make this Library larger than what is imperatively demanded by the highest interests of our city. But with such a growth it will be necessary, in a few years at farthest, to provide a place for its accommodation. Your Committee mention this matter now, as the necessity for a movement in this direction, at a proper time, has forced itself upon their minds.

The rooms now occupied are not only too small for the accommodation of the books, but, being constructed for other purposes, they can not be wholly adapted to the uses of a Library. A hall, well lighted, well ventilated, cheer-



ful and commodious, is needed for the books; and separate from this, though contiguous, there should be a reading room, equally well appointed and attractive, or two even—for our city would do herself an honor and a benefit to provide in this respect, as she does in others, for the improvement of her daughters as well as her sons. Cincinnati will need—nay, she now needs—a Library building, eligibly located, which, like her best school buildings, shall be an ornament in her midst, containing a hall where her accumulating wealth of books may be preserved, and reading rooms to which the people shall delight to resort.

Respectfully submitted,

J. M. WALDEN,

J. F. IRWIN,

H. ECKEL,

ROBERT BROWN, JR.,

T. L. HARPER,

} *Committee on Library.*

CINCINNATI, June 29, 1867.





# REPORT OF THE LIBRARIAN

## OF THE

### PUBLIC LIBRARY.

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*To the Board of Trustees and Visitors of the Common Schools of Cincinnati:*

GENTLEMEN:—By direction of your Committee on the Public Library, I respectfully submit the following Report:

The past year has been one of so much interest in the history of the Library, that it is deemed important to present a somewhat full statement of the transactions.

#### RECORDS AND ACCOUNTS.

Your Committee, of which Rev. Dr. WALDEN was retained Chairman, completed its organization by choosing Mr. ROBERT BROWN, JR., as Treasurer, and the Librarian as Secretary. Regular meetings were instituted, and a permanent record of all proceedings ordered. A Cash Book, Journal, Ledger, Letter Book, and Invoice Book were procured, and the Librarian instructed to keep, under the direction of the Treasurer, an accurate account of all receipts and expenditures, and to preserve, for convenient reference, all papers relating to the Library; a course that will secure a connected history of the Library, and furnish valuable information on many subjects for the use of committees in future, besides preventing many errors and losses. This has not been the custom in the past; even in taking deposits, a sufficient record was not made of them; and fines were collected without a regular account being kept of their receipt and disbursement. Few of the papers and receipts exist; and the means of verifying old liabilities, recently rendered against the Library, cannot be found. The order now instituted will prevent a recurrence of such omissions and defects, and warrant entire reliance in regard to the records and accounts of the Library.

#### DONATIONS.

The movements that were inaugurated last year, in reference to donations, and mentioned in the last Annual Report, have been carried forward, and completed, as far as time has permitted.

It was stated that a Circular had been issued soliciting aid in behalf of the Library. To this appeal there was a generous response by many liberal and public spirited citizens. It will be seen by the accompanying exhibit of the Treasurer, that the donations amounted to \$4,760 15. This sum has been strictly set apart for the purchase of books. All the donations are praiseworthy, and a permanent record is made of each donor's name, and the amount given. It is proper in this place to mention the following munificent contributions:—

Messrs. Sargent, Wilson & Hinkle, \$1,000; Messrs. Lane & Bodley, \$500; Mr. Larz Anderson, \$500; Messrs. Robert Clarke & Co. remitted a debt of \$483 80, and donated \$100, making \$583 80. It is just to acknowledge here that, two years prior to the above, Messrs. Sargent, Wilson & Hinkle gave the Library \$500. Mrs. Sarah Lewis, now deceased, bequeathed to the Library this year \$5,000, the annual proceeds of which are to be used for its benefit. Mr. Edward Shield, a well known patron of this Library, is preparing a second valuable collection, for which an elegant case has been provided. It will consist mainly of encyclopedias and other works of reference. It is a condition of this benefaction, that, under no circumstances, shall the volumes be taken from the Library. In addition to the foregoing, eighty volumes have been received from private donation, including some works of a very early date, from the library of Robert Anderson, deceased; and sixty-eight volumes of Congressional Documents, from Hon. R. B. Hayes, M. C. The entire donations to the Library, during the year, amount in value to about \$10,000. A larger sum might have been realized, but that other measures were adopted to secure the increase of the Library.

#### LIBRARY TAX.

The Committee, feeling the necessity of a permanent provision for the perpetuation of the Library, prepared and presented a petition, which was approved by your Board, and subsequently by the City Council, asking from the Legislature power to assess, additional to the usual educational fund, one-tenth of a mill for the maintenance of a Public Library. This power was granted, and there is thus secured a yearly income of at least \$13,500.

#### PERMANENT COMMITTEE.

In pursuance of a petition from your Board, the Legislature made special provision for the organization of your Committee on the Library, so that continuity may be secured. The general prosperity of the Library, and the peculiar nature of many of the plans undertaken for its benefit, require a continuity of purpose and an intimate acquaintance with its condition. These may be secured under your proposed plan, which has become a general law.

#### RULES AND REGULATIONS.

The Rules of the Library were found defective in some respects and insufficient in others. It was necessary, therefore, for the Committee to make a complete revision of them, in which form they have been adopted by your Board. For years no copies of the Rules were printed; and, as a result, the readers were unacquainted with them. The Revised Rules have been published; and, by order of the Committee, a copy is presented to every person who uses the Library or Reading Room. Ignorance of the Rules is no longer pleaded as an excuse for their violation.

#### PURCHASE OF BOOKS.

Of the money received, some \$1,683 49 has been expended in the purchase of new and current literature, of which the Library stood greatly in need. A fair proportion of the works purchased are foreign books of superior merit, which were ordered and imported by the Committee, the duty on them being



thereby saved. Finding the ordinary cloth binding insufficient for the severe wear to which it was subjected, a number of works were purchased in sheets from the publishers, and bound in uniform style. This method, while it proves to be economical, adds much to the appearance of the Library. It was thought that foreign works might be procured in the same way, advantageously; but, upon inquiry, it was ascertained that the practice of buying in sheets, by persons who wish to have their books in uniform binding, is far more general in Europe than in America; and that the charge for collecting and collating sheets is, therefore, much greater there than here.

#### BINDING.

It was decided at the commencement of the year that the books of the Library should be bound in half morocco, with parchment corners—the style being considered most durable. It has required considerable correspondence and labor to ascertain where our binding could be done most neatly and substantially, and on the most favorable terms. Small lots were given to several establishments, whose prices seemed fair. The parties finally employed, Messrs. SAMUEL MOORE & SONS, of Philadelphia, have thus far given entire satisfaction. The Committee has made inquiries, and obtained some desirable information, relative to the cost of particular styles of binding in England. Eight hundred and forty-two volumes have been re-bound during the year.

#### EXTENSION.

The accession of books has rendered it necessary to provide additional accommodations for them. The Committee, with the sanction of the Board, has extended shelving over the alcoves of the Theological and Religious Library Association, thereby forming a gallery capable of receiving some two thousand volumes. The Library of the Ohio Historical and Philosophical Society has been transferred to this gallery. The space thus gained will, however, only be a temporary relief. The alcoves are nearly all filled to repletion, and yet many valuable works should be added to every department to render them complete. Extension in every department must be limited, unless more commodious quarters are obtained. The rooms now occupied are not well adapted to a Library; the flues being narrow, the atmosphere of the room is unhealthy, and the smoke and soot during the winter are damaging to the books. It does not seem practicable to adopt a mode of heating that is best adapted to Libraries—it now being necessary to use coal stoves in the rooms. In the present condition, it is impossible, even by constant labor, to prevent the books from being soiled and permanently injured by the smoke, soot, and dust.

#### CATALOGUING.

In my last report, attention was directed to the imperfect method of numbering the books. When a book was lost, it was found impossible to tell its name, or assign to it a proper value. This defect was, in part, removed by a Shelf Catalogue, though this was imperfect and temporary, furnishing, as it did, only the title of the books. By direction of the Committee, an Accession Catalogue is being prepared, in which the complete title page of every work in the Library is to be entered. There are so many editions of the same book,

each with peculiar marks of identity; that this full description is essential, especially if the work is rare or valuable. One number being assigned to each book, if a volume be lost, we can turn from the Loan Book to its complete description, and assign its value or require its replacement. When completed, this Accession Catalogue will be invaluable to the Library. It is being made in strict accordance with the rules published by the Smithsonian Institute. There are many anonymous works, to ascertain the authorship of which requires so much research; pseudonyms, necessary to be corrected, are so frequent; and the rules to be observed are so numerous, — that the progress of the work is necessarily slow. Where the title page does not sufficiently indicate the contents, extra work devolves on the cataloguer. Some nine thousand volumes have been entered, and the work is progressing as fast as its complicated character allows. When finished, this Catalogue may be used in making abstracts for a printed Catalogue, which is greatly needed in the Library. It is now several years since the last printed Catalogue was made. Only a few of these remain; and, waiving their inaccuracies, their torn and soiled condition precludes much longer use.

#### CLASSIFYING THE LIBRARY.

If the Library was classified in its beginning, the plan did not conveniently admit of proper extension. Two numbers were given to each book — one designating the number of the shelf, the other the number of the book on the shelf. The changes required in the alcoves of a growing Library could not be made under this plan without much labor. Where changes have been made, the Catalogue has become confused; and where not made, the classification has remained imperfect. The Committee, therefore, decided to classify the Library anew, and adopted for the basis of this work the classification of Mr. EDWARD EDWARDS — derived, in some measure, from Prof. WHEWELL'S Philosophy of the Inductive Sciences. The value of so collecting all the resources of the Library on each subject, that they may be seen at a glance, is apparent to all. The Committee propose to attach printed cards to each alcove, that the location of each class of books may be readily ascertained. This work of classification has been in part accomplished, and is being as steadily prosecuted as the other duties of the Librarian will admit.

#### BOOKS OF THE OHIO MECHANICS' INSTITUTE.

During the year, nearly all of the books of the Ohio Mechanics' Institute have been assorted and collected together, and properly marked as belonging to the Institute. This is one of the most complicated matters that has engaged the attention of the Librarian. The original Catalogue, in which the books of the Institute were entered, was made by some sixteen pupils of the City High Schools. The entire work was performed in one day, and without reference to the rules of cataloguing. Apart from the difficulty of finding the title of a work in this Catalogue, the entries were erroneous and incomplete. It has been frequently necessary to seek a title under every word in it — sometimes eight or ten in number; hence the progress of checking between five thousand and six thousand volumes was very slow. This Catalogue was succeeded, in 1860, by another, made with more care and system. Many books, however, indicated in the first Catalogue as belonging to the Institute, are not so marked



n the second ; and, again, many works credited to the Institute in the second, are not marked in the first. Some works, which appear in neither Catalogue as the property of the Institute, have their mark or stamp in several places ; and others, that should have this mark or label, contain that of the Public Library. Under whichever Catalogue the Institute may claim an account of their books, the present assortment will be found quite correct. The entire number deposited with us was 6,548.

#### GENERAL CONDITION OF THE LIBRARY.

Since the re-binding and purchase of books, and the improvements mentioned in the first part of this report, the Library presents a more inviting appearance and gives more general satisfaction. During the year, the circulation has steadily increased. We note with pleasure that a greater number of substantial works are taken than formerly. Much of the circulation is, as might be expected, of light reading. This is the case in all Public Libraries. In the Liverpool Free Library, one of the largest in the world, the entire circulation last year was 401,374 volumes, of which 295,101 volumes were novels—being 71 per cent. of all the loans. The circulation of this class of books in your Library does not exceed 50 per cent., and is confined to adult persons.

The Library possesses many of the works in every department commonly in demand ; but its stock of rare books is extremely limited, and many works are still required to complete all of its classifications.

The wear on books is very great, notwithstanding a close inspection on their issue and return. It must, therefore, be expected, that the re-binding will annually be a considerable item of expense. There are now many works of art and valuable books of reference which need to be re-bound. Provision has lately been made by the Board, and plans devised by the Committee, for the better protection of this class of books, which, in an exposed position, are being destroyed by dirt. On account of unsuitable shelving, these works stand on end, and the dust thus enters the leaves, while the weight destroys the binding.

The loan books of the Library have been kept with great care, and the loss to the Library this year will be very small—not exceeding half a dozen volumes.

The exact number of volumes in the Library is 19,983. Of these, about 5,500 belong to the Ohio Mechanics' Institute, 2,000 to the Historical and Philosophical Society of Ohio, and 12,483 to the Public Library. This division of the Library is not quite exact, as the separation of the books has not been completed. Eight hundred and forty-two volumes have been re-bound during the year ; and 1,102 volumes, mostly new works, have been purchased.

The fines collected, from April 22d, 1866—the date of my appointment as Librarian—to the date of this report, are \$625 63.

The number of periodicals and newspapers supplied to the Reading Room by the Ohio Mechanics' Institute, this year, has been increased, and there is a daily attendance of a large class of persons who are especially interested in this department.

LEWIS FREEMAN, *Librarian.*

CINCINNATI, June 29, 1867.



## RECEIPTS AND EXPENDITURES,

*On Account of the Public Library, for the year ending June  
29th, 1867.*

RECEIPTS.		
Balance Cash from former Committee.....	\$143 33	
Donations for the purchase of books.....	4276 35	
Fines collected.....	621 93	
Deposits (as security).....	51 00	
Appropriations from the School Fund.....	4,380 55	
Books lost and paid for.....	24 10	
Total receipts.....		\$9,497 26
EXPENDITURES.		
Books purchased.....	\$1,769 49	
Books not paid for by previous Committees.....	243 75	
Furniture and extensions.....	357 40	
Re-binding old books.....	585 99	
Repairs and alterations.....	491 55	
Salaries — Librarian, two Assistants, and Janitor.....	2,522 69	
Light and fuel.....	265 09	
Printing.....	5 50	
Incidental expenses.....	69 78	
Deposits Refunded.....	35 00	
Total expenditures.....		\$6,346 24
Balance in Library Fund (for purchase of books).....		\$3,151 02
In the hands of City Treasurer.....	\$2,395 29	
In the hands of Clerk of the School Board, subject to appropriation by the Library Committee.....	653 58	
In the hands of the Librarian.....	102 15	
Total .....		\$3,151 02

